

**CITY OF NEWBERG  
POSITION DESCRIPTION**

Class Title:	<b>City Recorder</b>	Range Number:	157
Department:	City Manager's Office	Location:	City Hall
Section:	Administration	Date:	August, 2014

---

**GENERAL PURPOSE:**

Provides a variety of routine and complex governmental administrative work, logistical support, and advanced technical and administrative support to the City Council and City Manager; and provides records' management and compliance to all City staff. The position incumbent works in a fast-paced office environment characterized by frequent deadlines and constant interruptions. Position requires recorder functions of routine evening meetings.

**SUPERVISION RECEIVED**

Works under the direct supervision of the City Manager.

**SUPERVISION EXERCISED**

Supervision exercised over Recorder personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Serves as clerk of the City Council.

Attends City Council, subcommittee, commission, and committee meetings and/or public hearings, as necessary for minute-taking and other fundamental recorder functions.

Serves as liaison for the City Council requiring frequent contact and coordination with elected officials, department heads, City personnel, outside agencies and the public.

Manages assigned operations to achieve goals within available resources; plans and organizes workloads.

Provide direct executive administrative support performing difficult, complex, technical, and/or specialized office support work, which requires the exercise of independent judgment and the application of technical skills to the City Recorder and City Manager and support to the Mayor and City Council as needed or directed.

Serve as the floor's Office Manager performing tasks including, but not limited to, courier duties; processing purchase requests; making purchases; light housekeeping for meeting rooms and City Recorder, City Manager, and Mayor offices; coordinating facility maintenance; maintaining supplies; and coordinating routine office equipment maintenance.

Manage department web pages by updating content and prompt postings of agendas, minutes, local election and records' requests information, resolutions, ordinances, Municipal Code, and the like.

Oversee City's annual Boards, Committee, and Commission recruitment and appointment process.

Schedule appointments; registers personnel for conferences and seminars; make travel arrangements and itineraries; and maintains ongoing meeting and event schedules for the City Recorder, City Manager, and Council.

Maintain comprehensive indexing systems of City minutes, deeds, easements, and agreements as well as ensuring proper filing and preservation for permanent retention.

Serve as the department's event coordinator by organizing and managing events hosted by the City from within the department. This includes, but is not limited to, the City/County Dinner, Volunteer Appreciation and Training, and City Hall Week events.

Participate in operational processes including procedure development and implementation.

Compose, type, and edit correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness for the City Recorder, City Manager, Mayor, and Council.

Performs assigned duties and work in a manner of exactness, neatness, and conformance to policies and procedures.

Serves as the City's records officer as custodian of official City records and public documents; and catalogs, files, preserves, and retains all official City records according to Public Record Law and Oregon State Archives standards.

Completes and maintains comprehensive filing and indexing systems of minutes, deeds, easements, and agreements.

Assists in the preparation of ordinances and resolutions as directed.

Provides logistical support to the City Council and City Manager by preparing agendas, coordinating Council Packet review and preparation, packet duplication and disbursement, and tracking agenda items.

Provides follow up to Council meetings by reviewing all City resolutions and ordinances for form and completeness and maintaining tickler file for future Council meetings and the official Council record.

Coordinates codification of ordinances and serves as custodian of the official copy of the Newberg Code of Ordinances.

Signs and certifies documents of the City using the City seal. May certify documents for the public.

Manages documents and compliance of retention requirements, including organization of documents, correspondence, and Internet material for Council, Manager and Recorder.

Provides public records and information to citizens, civic groups, the media, and other agencies as requested, responds to inquiries from employees and others, and refers, when necessary, to appropriate persons.

Provides training to staff on an individual and small-group basis on public records management.

Serves as the City's election officer, ensuring compliance with applicable Oregon Revised Statutes; prepares official notifications and communications with county and state election offices; provides election information to candidates and political committees; oversees the initiative, referendum, referral and recall process for any City matters; and prepares publication schedules, candidate filings and reports, certification to the ballot, and election result posting.

Coordinates the office operations of the division.

Schedules appointments, registers personnel for conferences and seminars, makes travel arrangements and itineraries, and maintains ongoing City meeting and event schedules for the Council and Recorder.

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Monitors the City Recorder line-item budget for expenditures and reports to the City Manager on variances.

Serves as a notary public.

#### PERIPHERAL DUTIES

Serves as minute taker for City Council and Planning Commission meeting (includes post-meeting follow-up and finalizing minutes). A meeting may be a public hearing, town hall gathering, or other meeting requiring a written record.

Attend seminars and workshops related to City Recorder's duties and responsibilities.

#### DESIRED MINIMUM QUALIFICATIONS

##### Education and Experience

(A) Graduation from a college or university with an associate's degree in business management, records management, public administration, or a closely related field; and

(B) Four (4) years of related experience; or

(C) Any equivalent combination of education and progressive experience with additional work experience substituting for the required education on a year for year basis.

(D) Certified Municipal Clerk Certification required, Master Municipal Clerk Certification highly desired.

## Necessary Knowledge, Skills and Abilities

(A) Proficient knowledge in Public Record Law and rules and regulations applicable to public meetings; ability to accurately record and maintain records;

(B) Working knowledge of the principles and practices of modern public administration; thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure;

(C) Ability to explain policies and processes to the public, research technical and general information, and communicate the findings in a clear and concise manner; ability to establish and maintain effective working relationships with employees, other departments, officials, and the public; ability to communicate effectively verbally and in writing.

(D) Extensive knowledge of office practices and procedures; skill in operation of listed tools and equipment; substantial knowledge of business English, spelling, grammar, and punctuation rules;

(E) Ability to analyze situations and make recommendations, interpret policies and procedures, and make independent decisions;

(F) Ability to exercise discretion in confidential, political, and sensitive matters;

(G) Ability to prioritize work and manage a varied workload;

(H) Exercise constant follow-through and the highest level of accuracy.

## SPECIAL REQUIREMENTS

(A) Valid State Driver's License or ability to obtain one;

(B) Notary Public commission within six months;

(C) Municipal Clerk Certifications or ability to obtain one.

## TOOLS AND EQUIPMENT USED

Personal computer and ThinClient computing, including word processing, spreadsheet, scheduling, and database software; 10-key calculator; multi-line phone; transcription equipment; network-connected copy machine with scanning; typewriter; audio recording equipment, and laminating machine.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and type for long periods of time; talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms.

Movement within the office is essential with some travel required to various facilities. Walking in between City buildings is required several times a week.

The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities

required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position incumbent works in a fast-paced office environment characterized by frequent deadlines and constant interruptions.

## SELECTION GUIDELINES

Formal application and rating of education and experience; oral interview; reference checks and a successful criminal background check. A national fingerprint-based record check will be required as a condition of employment. Other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## APPROVAL



Appointing Authority

Effective Date: August, 2014

Revision History: July 2007